

DEFENSE LOGISTICS AGENCY (DLA)

Workforce Recruitment Program for College Students with Disabilities (WRP) and Hispanic Association of Colleges and Universities (HACU)

National Internship Program (HNIP)

Video Tele-Conference

FRIDAY, JULY 22, 2005

1:00PM-3:00PM

MINUTES

Welcome

**Cynthia Sexton (DOP)
DLA Hispanic Employment
Program Manager**

Introductions/roll call for each field activity were conducted. A list showing everyone in attendance is available at the end of the minutes.

Introductions given by Cynthia Sexton.

Appreciation for attendance was expressed.

VTC scheduled for today because of the availability of the VTCs at the field activity.

Many of the interns' colleagues probably have never participated in a VTC, so those in attendance at the present meeting should consider themselves privileged.

VTCs allow you to put a face to the name of someone you may have been working with primarily via phone or email, but never seen. VTCs also cut down on travel costs to gather everyone in one location for a meeting.

Introduction

**Famia Magaña (DO)
Director of Equal
Employment Opportunity
(EEO)**

Impressed with the vastness of the geographical locations of the students, the schools they represent, and their intern assignments.

The intern assignments at DLA represent a cross-section of the Agency.

The VTC is being conducted during the mid-point of many of the intern assignments. As such, the interns should be relatively accustomed to the assigned offices.

The VTC gives everyone an opportunity to dialogue and share what was learned.

The internships work for both the student and the Agency.

The student is given the opportunity to learn and take advantage of Agency opportunities.

The Agency gets to 'test drive' the student, to see if he/she is someone that would be of benefit to DLA.

DLA wants interns to learn.

The goal of the internships is to develop individual connections through the mission of DLA.

Supervisors are challenged to find a permanent position for an intern you would like to hire. Different methods for getting a student a permanent position should be explored.

Interns are asked to provide both positive and negative feedback regarding their experience to their support staff (supervisor and EEO Office). Let your supervisor know when your experience is not as great as you had anticipated so corrective action can be taken.

We want the interns to learn about DLA and what each of us does. Everyone is important. Hopefully you will return to work for DLA.

Purpose of Video Tele-Conference

Gerald Dean (DOP)
Staff Director
EEO Policy/Compliance
Division

A similar roundtable discussion was held with the WRP and HACU interns at Headquarters. Impressed with the DOD 101 briefing given to the Headquarters interns. It was decided to do the same thing for the field by pulling everyone together for information sharing and collecting.

DOD 101 will broaden the interns' understanding of the Department and DLA. The intent is to show where DLA fits into the big picture of DOD.

Overview of the Department of Defense

Cynthia Sexton

Refer to the briefing slides.

Intern Roundtable Discussion

Famia Magana
Gerald Dean
Cynthia Sexton

DO – Famia Magana

Good to get a refresher if already knowledgeable about DOD. Hopefully briefing helps you see where DLA fits, (i.e., Aviation (DSCR), Medical (DSCP), Maritime (DSCC)).

Floor open for comments regarding intern assignments.

DSCR – David DeJesus

DeJesus is a recent graduate. Currently shopping around for employment.

His intern period with DSCR was short, so he received a brief introduction.

His immediate supervisor did not really know about the HACU Program.

DeJesus is getting information regarding permanent employment.

Famia asked Jesus how well did his intern assignment match his school studies. Per DeJesus, the match was general because his major was in the area of Air Traffic Control/Aviation. However, he gained experience with assignments related to aviation.

DSCR – Jonathan Lanyi

Lanyi has one more year at Syracuse Law School. He works in the Legal Office at Richmond, and is getting a lot of good experience and help from his co-workers.

This is Lanyi's second year as a WRP intern at DSCR. He would like to return to DLA.

DO – Michael Bellinger

This is Bellinger's second year as a WRP student. He is a junior at Shaw University, majoring in Sociology.

Bellinger enjoys working at DLA. He is given the opportunity to develop his professional and social skills, and he gets a lot of secretarial assignments.

Question from Famia Magaña: "How well is HACU working to keep interns informed of activities?"

DSCP - Hermelia Duran

Per Duran, HACU lets the field interns know about the Washington, DC events.

However, it is hard for field interns to attend functions in DC.

DSCP has linked current HACU interns with former HACU interns now in DLA Corporate Intern Program (DCIP). Each intern has been linked to a mentor.

DDC – Brenda Loya

Per Loya, her intern position matched well. This is her second year at DDC. Loya is currently assigned to the Storage Management team. She developed an Access database that will be adopted throughout DDC.

Battle Creek – Jesse Lathers

Lathers' assignments involve working with the DCIP on rotational training development.

Per Jesse, your supervisor makes a difference with experience.

People in the office may not have thought that she would do such substantive work. But her experience has been positive.

Battle Creek - Stephanie Leep

Works in the DRMS Corporate Planning Office

She has received meaningful assignments assisting with the administration of the DLA Corporate Intern Program.

Battle Creek - Anthony Chapman

Chapman commented that he is not sure if his match was a good one, but he enjoys the work.

His return to DLA depends on the likelihood of being placed in a job related to his major of Business Administration. He is highly interested in budget work.

DOP – Gerald Dean

Dean mentioned that even if your respective intern's major does not directly relate to the office function, introduce and expose him/her to areas external to assigned office.

For example, the HACU intern in DOP majored in mass communications. She will shadow someone in the Public Affairs Office during her stay here.

DOP – Famia Magaña

Magaña suggested that Anthony Chapman extend himself to an external office related to his major. He can do this through his supervisor. Request a courtesy visit, lasting 30 minutes to an hour, to get an overview of what is done within that particular office.

Battle Creek – Jonathan Booker

Booker is an International Relations major. He is not really working in his field.

Magaña suggested that he speak with Bonnie Jones for introductions to aspects of DLIS/DRMS that are associated with International Relations.

DSCP – Major Randall Blake

Major Blake supervises WRP Intern, Todd Stackhouse, an Economics major.

Major Blake is happy with both Stackhouse and the WRP.

This is his first time participating in the program, and he is willing to participate again.

Examples of some of the assignments given to Stackhouse include: data cleansing, involvement in the pharmaceutical area, working with temperature monitors.

Some of Stackhouse's assignments relate to his major, but Stackhouse was open to anything.

Major Blake continued to say that they look at the work that has to be accomplished and the student's work abilities.

DOP – Cynthia Sexton

Sexton indicated that Major Blake's approach is a good one. But it is important to make sure that the student understands in advance of reporting to the intern site, that their major may not directly match the job being offered.

DOP – Gerald Dean

Dean suggested that it is good for managers to ask students their area of interest. The students can be spread to areas outside of the hiring office.

DO – Famia Magaña

Magaña takes a personal approach to shadowing interns.

DSCR – Harold McManus

McManus highlighted the story of the USS Mercy, which illustrates the importance of the Medical Directorate.

Question from Famia Magaña: What do they (supervisors) get from participation?

Responses:

1. The supervisors emphasize a personal approach with the interns by having a flexible calendar and an 'open door' policy.
In addition, they arrange for the student to shadow them at meetings outside of the office.
2. DDOO – Ron Neeley
Neeley continued to state that this is the first time in 3 years that he has been able to get high caliber employees. He requested two interns, but was only able to get one. He would like to continue to participate because it helps both the Agency and the student.

Intern floats to areas where the organization is short of personnel.

Neeley stated that it would help to learn the student's skills and disability in advance of his/her arrival. That will help them better match the student with a job.

DO – Famia Magaña

This year, DLA broke its record of the number of WRP interns assigned.

The DLA goal was 40 students, but we hired 35. That is still good in light of the cash management memorandum that was issued this year.

Next year's goal is 40.

Famia mentioned that Activities should solicit their Commands for local funding of positions, and explain why the Agency should fund some of the positions.

DOD/DOL funding for next year depends on current participation rate.

DSCC

DSCC Legal Office has participated in WRP the past four years.

Also, the Small Business Office has had positive experience with its interns.

DDC

Mike Hasuga, Logistics Operations Director, was a recruiter for the Spring 2005 HACU intern program.

Hasuga stated that DDC recruited Brenda Loya (current HACU intern) for the spring session.

Loya created a document in MS Access that will be adopted DDC-wide.

Also, Raphael Gonzalez was a HACU spring intern that is currently employed with DDC under the Student Career Experience Program (SCEP). DDC worked with EEO and Pete Shepard (J-1) to make that happen.

Hasuga stated that Mr. Rommel Herrera, a current HACU intern, is majoring in Supply Chain Management at the University of New Mexico. He is currently working in the Transportation Group.

Hasuga added that Ms. Phyllis Campbell, DDC Deputy, is impressed with Herrera.

Hasuga is the Program Manager for the DCIP, and provided information on the DCIP.

Applicants should have a minimum grade point average of 2.95. The intern time-frame is 2 years with grade progression from the GS-7/9/11 levels.

The recruitment cycle for the intern programs is January and July. Resumes must be sent to CSO-C. Hasuga recommended sending resumes at least 2 months prior to the close of the intern recruitment cycles.

Currently there are 400 interns participating in the program.

Michael.Hasuga@dla.mil

DDC – Rose Ditzler

Ditzler added that this is her first time participating in the WRP program, and that her student, Anthony DiPietro, is doing a great job.

SPECIAL HIRING AUTHORITIES

DOP – Cynthia Sexton

Schedule A appointments can be used to hire students with disabilities on a permanent basis.

DOD and OPM has made increasing the representation of Hispanics in the workforce a priority. However, there is not a special hiring authority to facilitate that quicker.

Creative methods can be used to hire students beyond their intern timeframes (i.e., SCEP).

DDC – Betty Durham

DDC has utilized the SCEP for one HACU student, who has returned to DDC after completing his education. The gentleman will enroll in a local college and thus be eligible for the SCEP.

ENTERPRISE INTERN ASSIGNMENTS

1. Each intern is being asked to prepare an essay related to his/her intern experience.
DLA is currently developing a history file related to WRP and HACU, and the essays will be included.
2. Interns will be given an exit survey. It will come from either Peter Shepard or Scott Nier, both of J-1. The exit surveys will be given to you prior to your departure from DLA.

3. Interns are being asked to provide both their permanent and school contact information. (i.e., home and school address, phone number, email, etc.).

This will enable us to maintain contact with you and inform you of opportunities within DLA.

If you leave and your contact information changes, we cannot solicit that information from HACU or DOD (WRP) due to Privacy Act concerns. Hopefully, you will get to a point where you will notify DLA of any change of address you may have in the future.

DDPH

Requested a copy of the video tape of the VTC in order to provide a copy to the University of Hawaii for support. Also, a video can be shown to persons considering participation in either intern programs.

Unfortunately, the VTC was not video taped.

DDC – Jessica Gonzalez

Gonzalez, a student at the University of Texas – Arlington, indicated her position and her education are a perfect match.

She graduates in December and is looking at schools within the DDC area, so she can possibly work with DDC in the future.

DDC – Lorraine Soto

Soto has been offered a position with the CIA.

DSCC – Sherry Raffae

Raffae found the program enjoyable.

She tries to participate every year.

DSCC – Ellen Howell

Howell works in the Small Business Office.

Had a positive experience participating in the intern program.

DSCP

David Goldring, WRP Intern, begins the DCIP next year.

DSCR – Harold McManus

His participation in the HACU intern program has been a positive one.

His office helped to find Marlene Arroyo someone in J8 to shadow.

Question from Famia Magaña: Was VTC a good idea?

DDC, Philadelphia, and Richmond all agreed that the VTC was a good idea and should be done again.

**WRP AND HACU VIDEO TELECONFERENCE
FRIDAY, JULY 22, 2005
1:00-3:00PM**

Attendees

DLA Headquarters (DO/DOP/DOS)

Gabriela Reitan
Suellen Bunting
Famia Magaña
Gerald Dean
Cynthia Sexton
Michael Bellinger
Andre Nijhawan

Defense Distribution Center (DDC)

Betty Durham
Mattie Taylor
Yazmin Gonzalez
Jose Colon
Lorraine Soto
Jessica Gonzalez
Brenda Loya
Rommel Herrera
Eric Peiffer
Anthony DiPietro
Chris O'Connor
Ron Neeley
Mike Freer
Mike Hasuga
Rose Ditzler
Amy Earnest

**Battle Creek – Defense Reutilization and
Marketing Service (DRMS)**

Charles Cooper
Anthony Chapman
Jonathan Booker
Susan Boyer
Erie High
Jesse Lathers
Stephanie Leep

Defense Supply Center Columbus (DSCR)

Penny Copp
Charles Palmer
Delilah Nuñez
Martha Sass
Eric Becker
Maureen Dwyer
Perry Fletcher
Dustin Whitehair
Josephine Bates
Stephen Finney
Sherry Raffé
Dave Anders
Ellen Howell

Defense Supply Center Philadelphia (DSCP)

Ellie Delorme
Ruben Soto
Hermilia Duran
Raymundo Diaz
Jose Campoy
Patricia Handwerk
Todd Stackhouse
David Goldring
Marquita Dobbins
Major Randall Blake

Defense Supply Center Richmond (DSCR)

Archie Crawford
Cathy Hobson
Harold McManus
David DeJesus
Andy De La Rosa
Marlene Arroyo
Mindy Harding
Gina Ayers
Jonathan Lanyi
Barbara Johnson
Yalier Fuster
Susan Perkins
Robert Cook
Dottie DeShazo
Mary Stewart Weaver